



Memorandum

Date: March 22, 2018

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – March 22, 2018

Schedule

- 1st Quarter Town Hall. The date for this event is April 12 and will be held at the Police Department Community Room. The focus of this Town Hall ought to be information about the GO Bond.
- Waterfront Open Houses. Two Open Houses on the West Linn Waterfront Project will be held in the first week of April. The information is as follows:
 - April 3: Traffic Open House: 5-7 p.m. @ West Linn Library
 - April 5: Land Use Pattern Open House: 5-7 p.m. @ West Linn Library
- PW Accreditation Dinner – This event will be on April 10th at 6 p.m. at Bugatti's.

Information Items

- GO Bond Information Sheet. There was also request this week for the information sheet that staff is preparing for the GO Bond, presumably so that councilors had a foundation to work from in preparing advocacy material. The information sheet is going through multiple rounds of scrutiny by the Secretary of State's Office and is not ready yet. (Apparently other cities are experiencing a higher level of scrutiny that ever before and this has come to the attention of the League of Oregon Cities (LOC)). The Council can take the language from the ballot measure and the explanatory statement and use it.
- Tort Claim Notice. There was a question about the Tidings story about the tort claim notice relating to the Cedar Oak Boat Landing project. The news story was the result of the West Linn Riverfront Association (WLRA) contacting the Tidings on its own. I received a call from the WLRA requesting a meeting about their concerns with the project. The call came in shortly before I left for vacation and I left instructions to get a meeting set up for after I returned. Also, as a reminder, tort claim notices are not routinely shared with the Council because they are simply indications that future litigation *may be* filed, not that they will be or have been. The City receives far more tort claim notices than actually materialize as tort claims.
- Joint Meeting with School District. On Wednesday, Mayor Axelrod and I met with School Board Chair Ginger Fitch and Superintendent Kathy Ludwig to plan the agenda for the April 16th joint meeting. Topics will include the District's High School Study and demographic outlook, collaborations between the District and the City, and the matter of parking around West Linn HS.

- Cornwall ELD Decision. The independent referee hired by the City to decide the appeal of the Expedited Land Division (ELD) 6-lot subdivision at 4096 Cornwall Street has issued his opinion, which affirms the Planning Commission's denial of the application. Hearings Officer Joe Turner concluded that the applicant failed to demonstrate that the land division complied with West Linn's land use regulations, specifically regarding storm drainage facilities. The applicant may appeal this decision to the Court of Appeals and must file such appeal by April 5.
- North Plains IT Services Proposal. Consistent with the Council's 2017 goals to consider contracting with other cities for services where possible, the Information Technology (IT) Director has completed a technology and service labor review on providing contract IT services to the City of North Plains in Washington County. Currently Hillsboro IT services North Plains but has determined they do not have the capacity to continue supporting North Plains IT needs. We have submitted a recommended annual service cost of \$43,560 in order to take over service delivery. North Plains is reviewing the cost and weighing the benefits of using West Linn IT rather than private sector firms. If North Plains is interested, it would involve West Linn IT department contributing 30 hours a month to North Plains. An IGA would be created. We estimate the IGA would continue for one to two years before North Plains would be in a position to staff its own internal IT department.
- Business License Software Replacement. The Planning, Finance, and IT departments have nearly completed preparations on the launch of a new business licensing software. The new software will go live on April 1st because our current software vendor MuniCode is ending service on our current product March 31st. The new business licensing software, though an improvement over our current software, will not be 100% polished at time of go live, so there will be improvements to the system after going live. This will include getting input from business owners and interested citizens.
- LOC Transportation Policy Committee. This week was the first meeting of the LOC Transportation Policy Committee which meets to formulate legislative policy for the League of Oregon Cities (LOC) in the transportation area. The committee was briefed on HB 2017 the omnibus transportation funding package from the 2017 legislative session. The committee also began brainstorming issues for the 2019 session. One topic of interest to West Linn is ODOT's tolling project and the work of the Value Pricing Advisory Committee. There is an understanding of the need for LOC to follow these efforts because of the potential effect of tolling to divert highway traffic onto local roads.
- West Linn Refuse and Recycling Rate Increase. This week WLR&R provided notice that it is pulling the data together to calculate a general rate increase scheduled for July 1, 2018. The rate increase will consist of the following components: collection (increase of 3.36% from current rate), disposal (2.36% from current rate), yard debris collection (rate increase unknown yet) and franchise fee (unknown until other component cost increases are known. We will provide more information as it becomes available.

That's it for this week.

Respectfully,

Eileen